

# Monitoring and Evaluation (M & E)

## MONITORING HUMANITARIAN ACTIVITIES

aims to assess how effectively a programme is meeting its objectives and what corrective action is required.

- Separate data by gender, age and vulnerable groups to support impartiality.
- Keep the system simple and only collect the information you need.
- Draw on existing information sources and use shared collection processes.
- Support the inclusion of all beneficiary groups in monitoring activities:
  - *How can all groups contribute to defining objectives and indicators?*
  - *Should they be defined in terms of international or local standards?*
  - *How can you involve affected groups in the collection of information?*
  - *How will the results be used and fed back to the community?*
- Monitoring is a process that should continue through the life of the project
- It is important that findings are acted upon and corrective actions taken.

## EVALUATING HUMANITARIAN ACTION

aims to identify overall achievements, lessons learnt and improvements that can be made to increase future impact and enhance accountability.

- Evaluation is an organisational tool to support learning. Focusing on identified problems and needs, and maximising beneficiary participation will significantly enhance the opportunities for learning.
- Evaluation of humanitarian action is challenging due to high degree of uncertainty, rapidly changing environment and multitude of different actors.
- Important to consider and plan for the purpose and scope of an evaluation:
  - *What is the intended use of the evaluation?*
  - *Who are the intended users of this information?*
  - *What resources are available to undertake the evaluation?*
  - *Who are the stakeholders – who should be consulted and involved?*
  - *How and to whom will the results be communicated?*
- Relate evaluations to the agreed programme objectives and relevant minimum standards such as Sphere and consider appropriateness, efficiency, coverage, coherence and impact on the problems and needs identified by the affected target groups.
- Consider how and by whom the evaluation is to be conducted.
  - *What researcher / team qualities are required for the local context i.e. networking ability, language, acceptance by all beneficiary groups etc?*
  - *How can beneficiaries assist selecting and supporting the researchers?*
  - *Will separate consultation arrangements be required i.e. for women?*
  - *Could a joint evaluation be undertaken with other agencies?*
- Evaluation timing should allow for other activities and conflicting demands / constraints of affected communities i.e. seasonal activities, travel or security restrictions, livelihoods, school or child care commitments.
- Timely written evaluation results will promote transparency and accountability and facilitate sharing findings and learning with other staff, beneficiaries, donors and other humanitarian agencies.

### Tools to support participation in M&E

**Focus groups / meetings** – *useful for exploring a range of views. Single sex groups appropriate in some situations.*

**Individual interviews** – *time consuming but helps gain understanding. Important to consider protection risks for interviewees.*

**Surveys** – *useful for gathering quantitative data. Keep process simple, contextually appropriate and feed results back to the community. Care needed in selection and training of researchers.*

**Open days** – *field trips, demonstrations, to gather evidence*

**Anonymous tools** – *i.e. questionnaires, suggestion boxes*

**Feedback mechanisms** – *committees, working groups etc*

**Mapping tools** – *pocket charts, transects*

Adapted from © ODI 2003, ALNAP Participation of Crisis Affected Populations in Humanitarian Action – A Practitioners Guide

### All In Diary CD Resources:

- © ECB Project (2007) Impact measurement and accountability in emergencies – Good Enough Guide
- © BOND (2005) Monitoring and evaluation
- © Innovation Network, Data Collection – Developing a survey

### Web links for further information

- [http://www.oxfam.org.uk/what\\_we\\_do/resources/downloads/Go\\_od\\_Enough\\_Guide.pdf](http://www.oxfam.org.uk/what_we_do/resources/downloads/Go_od_Enough_Guide.pdf)
- [http://www.alnap.org/publications/meta\\_evaluation.htm](http://www.alnap.org/publications/meta_evaluation.htm)
- <http://www.eldis.org/go/topics/resource-guides/manuals-and-toolkits/participation-manuals-and-toolkits>

